

**Administrative
Policy and
Procedure**

TOWN MISSION STATEMENT REVIEW POLICY

Approved November 20, 2012

PURPOSE:

To insure that the intent of the Town Mission Statement is realized and that it effectively promotes the mission as intended.

POLICY:

By July 30th after the start of each fiscal year, the Board of Selectmen shall in written form, communicate with all elected officials and department heads, encouraging comment and/or recommendation regarding the Town's Mission Statement. Responses are to be completed and returned to the Selectman's office no later than the following September 1st.

APPLICABILITY:

This policy applies to all elected and appointed officials within the town.

IMPLEMENTATION PROCEDURE:

The communication shall include attachments A and B for review by each person noted above for review and input. Attachment A is to assess the criteria being used to assess the town's Mission Statement. Attachment B is to be used to measure the Mission Statement for effectiveness. From these responses, the Board of Selectmen shall schedule a review of the respective feedback, for the purpose of adjusting or amending the Mission Statement. No later than October 1st of each year, the Board of Selectmen shall reinstate, or take any other actions necessary for amendment for correction to the Town Mission Statement. The Mission Statement, (revised or not) shall be forwarded to all town departments for posting.

REGULATORY / STATUTORYS REFERENCES:

Attachment A, Criteria for evaluating Upton's Mission Statement

Attachment B, Monitoring Upton's Mission Statement

APPROVED BY:

Board of Selectmen, Chair: Kenneth E. Picard

Board of Selectmen: James A. Brochu

Board of Selectmen: Robert J. Fleming

Original date:November 20, 2012

Revised dates:

| SELECTMEN TRAINING POLICY